

# National Emergency Services Academy



*All it takes is all you got.*

## 2003 Staff Guide



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## **Staff Requirements Overview**

The National Emergency Services Academy is designed to be an educational tool to provide better skilled and qualified personnel for search and rescue. It operates in a professional school atmosphere and recruits staff to facilitate the meeting of objectives of the school.

### **Command Staff and Instructors**

For command staff and instructors, we are looking for experience and qualifications in various search and rescue and CAP operations. Additional training and background including SEMA, military, fire departments, medical, NASAR, police departments, FEMA, and other organizations are helpful.

### **Senior Staff**

General qualifications for all senior member staff include:

- ◆ Completion of CAP Level 1 training and Cadet Protection training
- ◆ Possession of a minimum of a General ES qualification on a CAPF 101
- ◆ Recommendation and approval of respective wing commanders to participate
- ◆ A willingness to work as part of a team. It is not a place for egos
- ◆ The ability to serve as a appropriate role model for cadet participants
- ◆ The physical ability to endure field living conditions and operations
- ◆ A willingness to adhere to the CAP and school regulations, rules, and directives and be SAFETY conscious!

### **Cadet Staff**

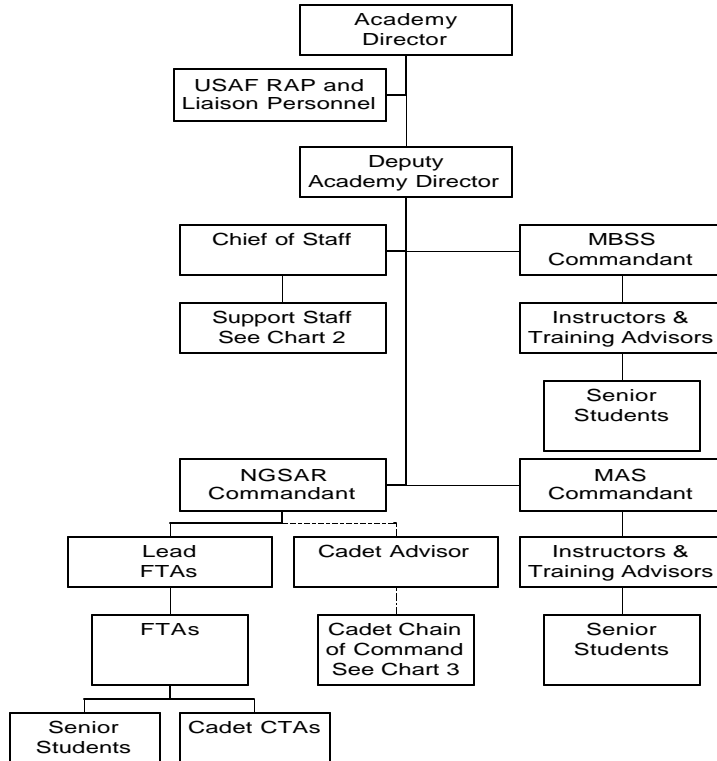
For cadet staff, we are look in for the general qualifications of:

- ◆ Completion of a CAP encampment
- ◆ Recommendation and approval by squadron and wing commander
- ◆ Completion of Rickenbacker Achievement
- ◆ A willingness to work as part of a team
- ◆ Possession of a minimum of a General ES qualification on a CAPF 101
- ◆ A willingness to adhere to the CAP and school regulations, rules, and directives
- ◆ A plus in the selection of cadet staff is also additional training, schools, and workshops in emergency services, first aid, and other related experience. Previous experience on staff at encampments, special activities, or other cadet activities is also helpful.

**Qualifications for specific positions are on the following pages. The Academy Director may add positions or assistants to positions as needed to facilitate the operation of the school.**

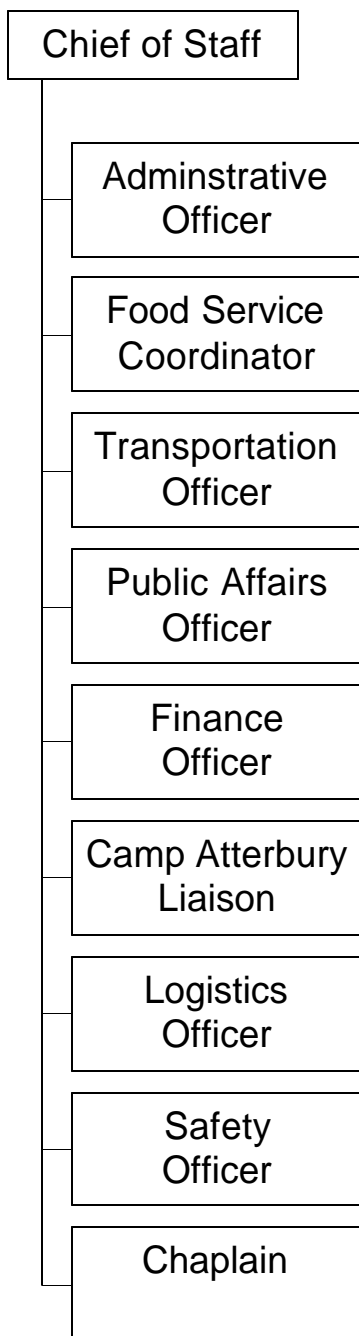
***The Academy Director may waive or substitute certain qualifications in lieu of other experience or qualifications.***

# NESA Organizational Chart



Assistants to positions are added as needed. The above chart is a general overview of the staff assignments at NESA, but may not reflect all duty positions utilized. Two Field Training Advisors per team are assigned if possible.

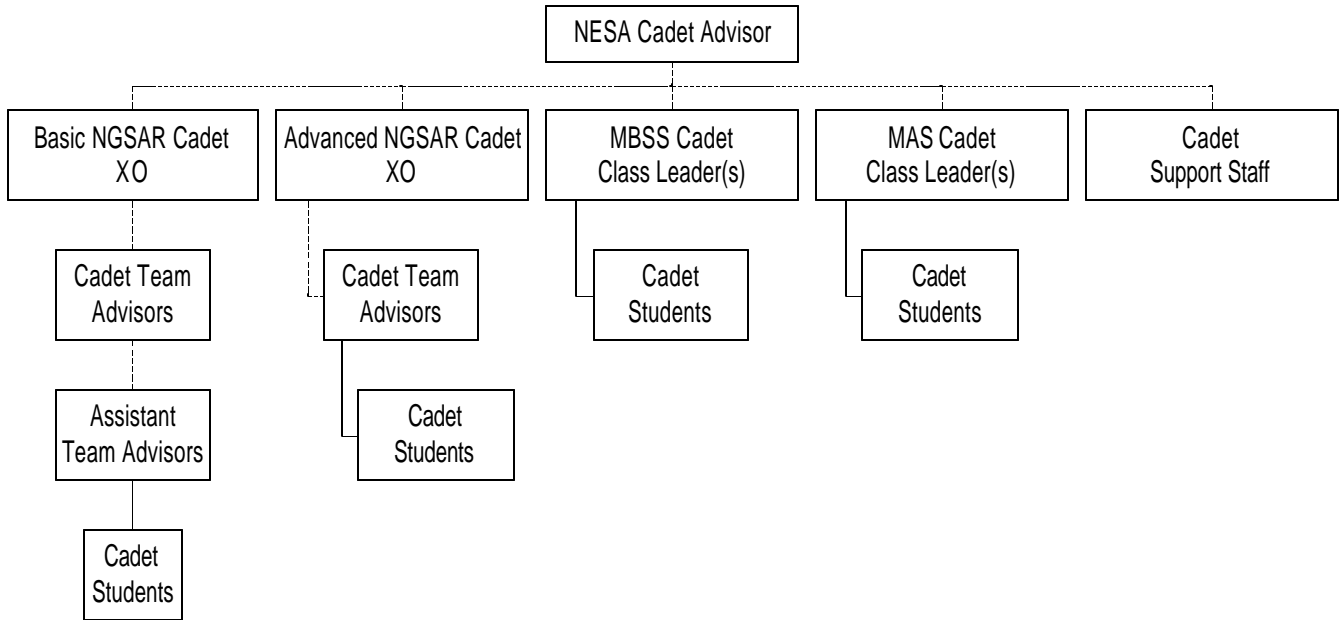
**NESA Support Staff**



Assistants to positions are added as needed. The above chart is a general overview of the staff assignments at NESA, but may not reflect all duty positions utilized.

### **NESA Cadet Chain of Command**

Ten teams with four to six students per team are assigned depending upon the enrollment.



### **Academy Director**

The Academy Director is appointed by the National Headquarters Chief of Emergency Services. The appointment shall be made for the following school by the completion of the current school. The Academy Director reports to the National Headquarters Chief of Emergency Services.

#### **Duties:**

- ◆ Exercise command over all school personnel and operations.
- ◆ Establish plans, policies, and procedures necessary for the operation of the school.
- ◆ Comply with all CAP rules, regulations, and directives and require the same compliance by participants.
- ◆ Recruit, coordinate, and train staff as necessary for the operation of the school.
- ◆ Ensure that school property and funds are properly accounted for.
- ◆ Ensure that complaints and grievances are resolved fairly, impartially, and promptly.
- ◆ Ensure safety of personnel.
- ◆ Plan school operations and functions to include site selection, budget, and student selection.
- ◆ Coordinate with other departments and agencies as needed to facilitate school operations.

#### **Qualifications:**

- ◆ Previous service on staff at the National Emergency Services Academy
- ◆ Minimum CAP grade of captain with a preference of field grade.
- ◆ Knowledge of CAP regulations and directives
- ◆ A qualified CAP Incident Commander with a minimum of ten missions.
- ◆ Completion of either an AFRCC SMC or Inland SAR School.
- ◆ Previous experience as operations staff of wing, region, or national headquarters.
- ◆ Completion of FEMA home study courses on Emergency Management.
- ◆ Experience in the cadet program as staff of wing/regional encampment or national special activities.
- ◆ Previous experience in wing or region SAR schools or training.
- ◆ Attendance of SAR conferences, training, or seminars from CAP and other organizations.
- ◆ Extensive knowledge of current SAR operations, techniques, and functions.
- ◆ Ability to operate various computer programs and software related to management and SAR.
- ◆ Current CAP drivers license and ROA.
- ◆ Completion of ESCP TTT & CTTT or SET courses



### **Deputy Academy Director**

The Deputy Academy Director is assigned at least six months prior to the school by the Academy Director and with the approval of the National Headquarters Chief of Emergency Services. The Deputy Academy Director reports to the Academy Director.

#### **Duties:**

- ◆ Assist the Academy Director as needed.
- ◆ Assume the responsibility of Academy Director in the absence of the Academy Director.
- ◆ Ensure the safety of personnel.
- ◆ Coordination and supervision of command staff personnel.
- ◆ Facilitate problem solving of personnel and operations referred from other staff.
- ◆ Refer problems that cannot be resolved to the Academy Director.
- ◆ Keep the Academy Director informed of accomplishments, problem areas, and items of interest.
- ◆ Assist the Academy Director in the planning of the academy as requested.

#### **Qualifications:**

- ◆ Previous service on staff at the National Emergency Services Academy
- ◆ Minimum CAP grade of captain with a preference of field grade.
- ◆ A qualified CAP Incident Commander with a minimum of ten missions
- ◆ Completion of either an AFRCC SMC or Inland SAR School.
- ◆ Previous experience as operations staff of a wing, region, or national headquarters.
- ◆ Knowledge of CAP regulations and directives.
- ◆ Completion of FEMA home study courses on Emergency Management.
- ◆ Experience in the cadet program as staff of wing/regional encampments or national special activities.
- ◆ Experience in wing/region SAR schools or training.
- ◆ Attendance of SAR conferences, training, or seminars from CAP and other organizations.
- ◆ Extensive knowledge of current SAR operations, techniques, and functions.
- ◆ Ability to operate various computer programs and software related to management and SAR.
- ◆ Current CAP driver's license and ROA.
- ◆ Completion of ESCP TTT or SET Course

### **Chief of Staff**

The school Chief of Staff is appointed by the Academy Director at least four months prior to the school. The chief-of-staff reports to the Academy Director.

#### **Duties:**

- ◆ Responsible for the coordination and supervision of non-command staff personnel.
- ◆ Establish policies and procedures to ensure the effective operation of school staff.
- ◆ Coordinate the activities of staff officers to prevent overlapping of functions and to resolve conflicts.
- ◆ Ensure the compliance of school and CAP regulations and directives in staff operations.
- ◆ Assume command responsibility for the school in the absence of the Academy Director or Deputy Director.
- ◆ Refer staff problems which cannot be resolved to the Academy Director.
- ◆ Plan, coordinate, and facilitate staff meetings as needed.
- ◆ Keep the Academy Director informed of accomplishments, problems, or items of interest involving staff.

#### **Qualifications:**

- ◆ Previous experience as staff at a National Emergency Services Academy
- ◆ Minimum grade of Captain with a preference of field grade.
- ◆ Experience as a cadet or composite unit commander or on staff of a cadet wing/regional encampment or national special activity.
- ◆ Qualified or previously qualified as a Ground Branch Director.
- ◆ Experience in teaching SAR or ES at squadron, group, or wing level.
- ◆ Knowledge of CAP regulations and directives.
- ◆ Previous experience in CAP command positions.
- ◆ Possession of a current CAP driver's license and ROA.
- ◆ Completion of ESCPT TTT or SET Course.

### **NGSAR School Commandant**

The NGSAR School Commandant is appointed by the Academy Director at least three months prior to the school. The commandant reports to the Deputy Academy Director.

#### **Duties:**

- ◆ Exercise command over the NGSAR student population, cadet staff, and assigned FTA's
- ◆ Coordinate to assure attainment of school goals, objectives, and directives.
- ◆ Ensure the safety of personnel.
- ◆ Supervise the school living areas.
- ◆ Ensure student compliance to CAP and school rules and directives.
- ◆ Deal with discipline and other student matters as referred by subordinate staff.
- ◆ Keep the Academy Director informed of student accomplishments, problems, and items of interest.
- ◆ Refer to the Academy Director problems that cannot be resolved.
- ◆ Implements daily schedule with the assistance of the Training Officer, making or coordinating changes as necessary to meet school objectives while insuring that changes affecting other schools are worked as far in advance in as possible.

#### **Qualifications:**

- ◆ Previous attendance at a National Ground Search and Rescue School.
- ◆ Experience in a CAP command position.
- ◆ Minimum CAP grade of 1Lt., with a preference of Captain.
- ◆ Experience on staff at a cadet encampment or special activity.
- ◆ Qualified or previously qualified as a CAP Ground Branch Director.
- ◆ Knowledgeable of CAP ES operations and ground team skills
- ◆ First aid and CPR training.
- ◆ Possession of a CAP driver's license and ROA.
- ◆ Completion of ESCP TTT or SET course

### NGSAR School Commandant Checklist

#### Upon arrival:

- ☐ coordinate, organize, and manage assigned Field Training Advisors
- ☐ familiarize yourself with NESA and NGSAR policy, procedures, and guidelines
- ☐ supervise cadet commander
- ☐ work with cadet commander on organizing housing of assigned students
- ☐ check housing areas of function and safety
- ☐ coordinate and ensure students to follow schedule
- ☐ familiarize yourself to the camp and area

#### At start of activity:

- ☐ assure all arriving students are checked in and required paperwork is on record
- ☐ establish parking area for school cadets driving to activity and arrange for collection of keys
- ☐ establish a secure area and records for contraband items, keys, or other items to be held
- ☐ work with cadet commander and FTA's to provide equipment inspection to assure arriving students are adequately prepared as per equipment lists
- ☐ collect any contraband items from cadets, mark, and place in secure storage.
- ☐ notify command staff of any serious breach of contraband (drugs, alcohol, etc.)
- ☐ work with the cadet commander to assure all incoming students have proper uniforms, haircuts, etc.
- ☐ provide a means of arriving cadets to call home and notify parents of safe arrival
- ☐ coordinate as needed to assure schedule for shared use of and cleaning of barracks areas (showers, etc.)

#### Daily Checklist:

- ☐ distribute daily schedules/changes/updates to basic FTA's and cadet staff and assure posted on housing bulletin boards- assure all teams are kept informed
- ☐ daily walk through housing areas to check for cleanliness, neatness, safety hazards
- ☐ work with FTA's to assure cadets have opportunity and supervision for calls home
- ☐ coordinate with FTA's to assure continual senior supervision of teams and housing areas
- ☐ check with cadet commander on any behavioral, emotional, or academic problems with student. Refer/inform command staff of serious problems.
- ☐ coordinate daily with FTA's and address problems, concerns, or questions
- ☐ assure daily following of student schedules
- ☐ monitor behavior of student behavior and assure compliance of CAP and school directives, rules, and procedures.
- ☐ document counseling and interventions on behavior and discipline problems
- ☐ meet with medical officer daily to keep informed of medical problems, limitations, etc.
- ☐ collect names of students wishing to see chaplain and provide for scheduling
- ☐ arrange church services and transportation for students desiring Sabbath day services along with chaplain
- ☐ coordinate daily work schedules with cadet commander (dining hall, policing areas, trash, etc.)
- ☐ daily check to see all equipment issued is accounted for and any items due to be turned back in are returned to logistics.
- ☐ Coordinate with transportation officer to make sure all transport needed for the day is arranged and

confirmed

### **Mission Base Staff School Commandant**

The Commandant of the Mission Base Staff School is appointed by the Academy Director at least three months prior to the school. The commandant reports to the Deputy Academy Director.

#### **Duties:**

- ◆ Exercise command over the MBSS student population, staff, and assigned instructors
- ◆ Coordinate to assure attainment of school goals, objectives, and directives.
- ◆ Ensure the safety of personnel.
- ◆ Supervise the mission base support school living areas.
- ◆ Ensure student compliance to CAP and school rules and directives.
- ◆ Deal with discipline and other student matters as referred by subordinate staff.
- ◆ Keep the Academy Director informed of student accomplishments, problems, and items of interest.
- ◆ Refer to the Academy Director problems that cannot be resolved.
- ◆ Implements daily schedule with the assistance of the Training Officer, making or coordinating changes as necessary to meet school objectives while insuring that changes affecting other schools are worked as far in advance in as possible.

#### **Qualifications:**

- ◆ Previous attendance at a National Emergency Services Academy
- ◆ Experience in a CAP command position.
- ◆ Minimum CAP grade of Captain, with a preference of Field Grade.
- ◆ Experience on staff at a cadet encampment or special activity.
- ◆ Experience on a wing/region/national operations or emergency services staff.
- ◆ Qualified or previously qualified as a CAP Air and Ground Branch Director
- ◆ Knowledgeable of CAP ES operations and mission support.
- ◆ Completion of a training course on the ICS.
- ◆ First aid and CPR training.
- ◆ Possession of a CAP driver's license and ROA.
- ◆ Completion of ESCP TTT or SET course

### Mission Base Staff School Commandant Check List

#### Upon arrival:

- ☐ coordinate, organize, and manage assigned Field Training Advisors
- ☐ familiarize yourself with NESA and MBSS policy, guidelines, and procedures
- ☐ coordinate with assigned instructors
- ☐ work with cadet commander on organizing housing of any cadet students
- ☐ check housing areas of function and safety
- ☐ coordinate and ensure students follow schedule
- ☐ familiarize yourself to the camp and area

#### At start of activity:

- ☐ assure all arriving students are checked in and required paperwork is on record
- ☐ establish parking area for MBSS school cadets driving to activity and arrange for collection of keys
- ☐ establish a secure area and records for contraband items, keys, or other items to be held
- ☐ assure arriving students are adequately prepared as per equipment lists
- ☐ collect any contraband items from cadets, mark, and place in secure storage.
- ☐ notify command staff of any serious breach of contraband (drugs, alcohol, etc.)
- ☐ assure all incoming students have proper uniforms, haircuts, etc.
- ☐ provide a means of arriving cadets to call home and notify parents of safe arrival
- ☐ coordinate as needed to assure schedule for shared use of and cleaning of barracks areas (showers, etc.)

#### Daily Checklist:

- ☐ distribute daily schedules/changes/updates to staff and assure posted on housing bulletin boards- assure all teams are kept informed
- ☐ daily walk through housing areas to check for cleanliness, neatness, safety hazards
- ☐ work with FTA's to assure cadets have opportunity and supervision for calls home
- ☐ coordinate with FTA's to assure continual senior supervision of cadets
- ☐ monitor academic and school progress of students- gain extra assistance as needed
- ☐ coordinate daily with instructors and address problems, concerns, or questions
- ☐ assure daily following of student schedules
- ☐ monitor behavior of student behavior and assure compliance of CAP and school directives, rules, and procedures.
- ☐ document counseling and interventions on behavior and discipline problems
- ☐ meet with medical officer daily to keep informed of medical problems, limitations, etc.
- ☐ collect names of students wishing to see chaplain and provide for scheduling
- ☐ arrange church services and transportation for students desiring Sabbath day services along with chaplain
- ☐ daily check and make sure all equipment issued is accounted for and those items due back are turned back into logistics.

- ❑ Coordinate with transportation officer to make sure all transport needed for the day is arranged and confirmed

### **Mission Aircrew School Commandant**

The Commandant of the Mission Aircrew School is appointed by the Academy Director at least three months prior to the school. The commandant reports to the Academy Director.

#### **Duties:**

- ◆ Exercise command over the MAS student population, staff, and instructors
- ◆ Coordinate to assure attainment of school goals, objectives, and directives.
- ◆ Ensure the safety of personnel.
- ◆ Ensure proper operation and management of CAP aircraft
- ◆ Supervise the mission aircrew student school living areas.
- ◆ Ensure student compliance to CAP and school rules and directives.
- ◆ Deal with discipline and other student matters as referred by subordinate staff.
- ◆ Keep the Academy Director informed of student accomplishments, problems, and items of interest.
- ◆ Refer to the Academy Director problems that cannot be resolved.
- ◆ Implements daily schedule from Plans and Requirements with the assistance of the Training Officer, making or coordinating changes as necessary to meet school objectives while insuring that changes affecting other schools are worked as far in advance in as possible.

#### **Qualifications:**

- ◆ Previous attendance at a National Emergency Services Academy
- ◆ Experience in a CAP command position.
- ◆ Minimum CAP grade of Captain, with a preference of field grade.
- ◆ Current pilot with CFI (prefer CFII) and minimum 450 hours of flight time.
- ◆ CAP qualified current mission pilot and check pilot.
- ◆ Qualified or previously qualified as a CAP Air Operations Branch Director
- ◆ Knowledgeable of CAP ES operations and mission support.
- ◆ Completion of a training course on the Incident Command System.
- ◆ First aid and CPR training.
- ◆ Possession of a CAP driver's license and ROA.

- ◆ Completion of ESCP TTT or SET course

### Mission Aircrew School Commandant Check List

#### Upon arrival:

- ☐ prepare for school with safety as number one priority
- ☐ coordinate, organize, and manage assigned instructors
- ☐ familiarize yourself with NESA and MAS policy, guidelines, and procedures
- ☐ check housing areas of function and safety
- ☐ coordinate and ensure students to follow schedule
- ☐ familiarize yourself to the camp and area
- ☐ check airport to coordinate aircraft staging, fueling, and security
- ☐ arrange with transportation officer on any incoming private flights for aircrew transport
- ☐ prepare check in for students to include checking flight documentation and log books
- ☐ arrange for safety inspection of all aircraft and set schedule for pilot check rides

#### At start of activity:

- ☐ assure all arriving students are checked in and required paperwork is on record
- ☐ assure arriving students are adequately prepared as per equipment lists
- ☐ assure all incoming students have proper uniforms, haircuts, etc.
- ☐ coordinate as needed to assure schedule for shared use of and cleaning of barracks areas (showers, etc.)
- ☐ provide a safety briefing for all students to include emphasis on safety, safety procedures, local hazards, and other areas

#### Daily Checklist:

- ☐ provide a daily safety briefing
- ☐ distribute daily schedules/changes/updates to staff and assure posted on housing bulletin boards- assure all teams are kept informed
- ☐ daily walk through housing areas to check for cleanliness, neatness, safety hazards
- ☐ monitor academic and school progress of students- gain extra assistance as needed
- ☐ coordinate daily with instructors and address problems, concerns, or questions
- ☐ assure daily following of student schedules
- ☐ monitor behavior of student behavior and assure compliance of CAP and school directives, rules, and procedures.
- ☐ document counseling and interventions on behavior and discipline problems
- ☐ meet with medical officer daily to keep informed of medical problems, limitations, etc.



- ❑ collect names of students wishing to see chaplain and provide for scheduling
- ❑ arrange church services and transportation for students desiring Sabbath day services along with chaplain
- ❑ daily check and make sure all equipment issued is accounted for
- ❑ coordinate with transportation officer to make sure all transport needed for the day is arranged and confirmed

### **Camp Atterbury Liaison**

The Camp Atterbury Liaison is appointed by the Academy Director at least one month prior to the school. The Camp Atterbury Liaison reports to the Academy Director.

#### **Duties:**

- ◆ Serve as POC for Camp Atterbury personnel during the NESA
- ◆ Attend coordination and briefing meetings as requested by Camp Atterbury during NESA
- ◆ Keep Academy Director informed of any facility issues during NESA
- ◆ Coordinate facility usage and operation during NESA
- ◆ Prepare and submit reports and information as requested by Camp Atterbury during NESA
- ◆ Maintain positive relations with Camp Atterbury during NESA

#### **Qualifications:**

- ◆ Previous military experience, preferably as a senior NCO or officer.
- ◆ Experience in the coordination and operations of military bases.
- ◆ Knowledge of NESA operational requirements.
- ◆ Knowledge of CAP rules, regulations, and directives.
- ◆ Knowledge of general base operations for the US Army.

### **Camp Atterbury Liaison Checklist**

Upon arrival:

- ☐ coordinate with major areas of post community
- ☐ familiarize yourself with NESA policy, procedures, and guidelines
- ☐ make arrangements for use of post facilities
- ☐ familiarize yourself with post area and personnel

Daily Checklist:

- ☐ attend morning coordination meeting- turn in daily counts and required paperwork
- ☐ inform command staff briefed on events/activities/coordination problems, etc. of post
- ☐ inventory and maintain equipment issued by the post
- ☐ coordinate with RAP liaison
- ☐ check in/out training areas as scheduled

### **Indiana Wing NESA Project Officer**

The Indiana Wing NGSAR Project Officer is appointed by the Academy Director prior to the close of the annual school. The Indiana Wing NESA Project Officer reports to the Academy Director.

#### **Duties:**

- ◆ Serve as POC for Camp Atterbury personnel prior to the command staff's arrival.
- ◆ Attend coordination and briefing meetings as requested by Camp Atterbury prior to the command staff's arrival.
- ◆ Keep Academy Director informed of any facility issues prior to the command staff's arrival.
- ◆ Request facility based on expected usage and expected enrollment.
- ◆ Update facility requests as needed prior to the command staff's arrival.
- ◆ Prepare and submit reports and information as requested by Camp Atterbury.
- ◆ Maintain positive relations with Camp Atterbury
- ◆ Coordinate visits by local CAP dignitaries to NESA
- ◆ Coordinate shipments and storage of supplies necessary to run NESA
- ◆ Coordinate requests for AF/DOD support through the Indiana Liaison Officer

#### **Qualifications:**

- ◆ Experience in the coordination and operations of military bases.
- ◆ Knowledge of NESA operational requirements.
- ◆ Knowledge of CAP rules, regulations, and directives.
- ◆ Knowledge of Camp Atterbury operations.

### **Indiana Wing NESA Project Officer Checklist**

By 15 November:

- ☐ provide application for post use of facilities and grounds
- ☐ familiarize yourself with NESA policy, procedures, and guidelines
- ☐ attend any coordination meetings as required
- ☐ coordinate with Academy Director on needs

Pre-activity checklist:

- ☐ keep Academy Director informed of any facility usage changes or issues
- ☐ attend coordination meetings as required
- ☐ stage and inventory incoming equipment arrivals
- ☐ coordinate any pre-arrival activity

### **Training Officer**

The Training Officer is assigned by the Academy Director at least four months before the school. The Training Officer reports to the Chief of Staff.

#### **Duties:**

- ◆ Assists academy school commandants in implementing daily plans
- ◆ Facilitate emergency changes due to weather, facility problems, etc.
- ◆ Maintain control of training test materials.
- ◆ Coordinates collection of qualification documentation like CAPF 112s and 113s

#### **Qualifications:**

- ◆ Previous attendance at a National Emergency Services Academy
- ◆ Experience as wing/region/national operations or emergency services staff
- ◆ Experience with scheduling and planning CAP activities
- ◆ Experience with MS Office software
- ◆ Knowledge of CAP ES curriculum and training standards
- ◆ Possession of a CAP driver's license and ROA
- ◆ Completion of ESCP TTT or SET course

### **Training Officer Checklist**

Upon arrival:

- ☐ Assist the Plans and Requirements Officer in establishing classroom and instruction areas
- ☐ familiarize yourself with NESA policy, procedures, and guidelines
- ☐ coordinate with command staff and instructors on immediate changes required to the training schedule
- ☐ gather list of instructional items needed for schools

Daily Checklist:

- ☐ document daily training and testing
- ☐ coordinate examinations conducted for each school and inter-school exercises evaluations
- ☐ manage activities of the field training coordinator(s)

### **Logistics Officer**

The Logistics officer is appointed by the Academy Director at least one month prior to the school. The Logistics Officer reports to the Chief of Staff.

#### **Duties:**

- ◆ Inventory school equipment.
- ◆ Maintain and coordinate usage of school equipment.
- ◆ Implement a inventory control system for sign in/sign out of equipment.
- ◆ Facilitate supply requests from division directors.
- ◆ Maintain inventory of any equipment signed out from Camp Atterbury and ensure equipment return.
- ◆ Keep finance officer and Academy Director informed of required expenditures.

#### **Qualifications:**

- ◆ Ability to maintain equipment inventories.
- ◆ Familiarization with CAP regulations and directives regarding property.
- ◆ Knowledge of routine maintenance and care of SAR equipment.
- ◆ Possession of CAP driver's license and ROA

### **Logistics Officer Checklist**

Upon arrival:

- ☐ establish a secure area for equipment storage and inventory/check all equipment
- ☐ familiarize yourself with NESA policy, procedures, and guidelines
- ☐ make arrangements to acquire needed items/equipment
- ☐ prepare a check in/out system for equipment

Daily Checklist:

- ☐ issue/return equipment as needed for days activities
- ☐ inventory equipment daily and check against master inventory
- ☐ maintain equipment as needed
- ☐ assist in filling equipment/supply requests from staff
- ☐ turn in all receipts daily

### **Administrative Officer**

The Administrative Officer is assigned by the Academy Director at least one month prior to the school. The Administrative Officer reports to the Chief of Staff.

#### **Duties:**

- ◆ Maintain application records of students and staff.
- ◆ Maintain school documentation and records.
- ◆ Prepare listing of school graduates.
- ◆ Prepare graduation certificates.
- ◆ Implement administrative policies and procedures.

#### **Qualifications:**

- ◆ Knowledge of CAP regulations and directives.
- ◆ Familiar with MS Office software.
- ◆ Familiar with ES mission administrative forms and procedures.
- ◆ Possession of CAP drivers license and ROA

### **Administration Officer Checklist**

Upon arrival:

- ☐ Inventory supply of needed forms, paper, and other office items
- ☐ familiarize yourself with NESA policy, procedures, and guidelines
- ☐ establish area for administrative record management
- ☐ coordinate with staff for check in procedures of students

Daily Checklist:

- ☐ maintain accuracy of student/staff listing of school
- ☐ provide correspondence and reports as needed
- ☐ work on graduation certificates and other documentation as needed

### **Communications Officer**

The Communications Officer is appointed by the Academy Director at least three months prior to the school. The Communications Officer reports to the Chief of Staff.

#### **Duties:**

- ◆ Develop and implement communications plans and procedures for school operations.
- ◆ Establish base radio communications.
- ◆ Maintain inventory, sign in/sign out, and maintenance of CAP radios
- ◆ Establish and maintain radio call sign roster.
- ◆ Establish and maintain radio operator work schedules.
- ◆ Maintain radio logs and records as needed.
- ◆ Monitor base telephone and take messages.
- ◆ Facilitate radio net operations.
- ◆ Coordinate with local wing communications officer.

#### **Qualifications:**

- ◆ Possession of Communications Unit Leader qualification on CAPF 101
- ◆ Knowledge of basic communications equipment set up, operation, and maintenance
- ◆ Ability to maintain inventory of CAP radio equipment and sign in/sign out
- ◆ Familiar with communications procedures for lightening, severe weather, etc.
- ◆ Possession of a CAP driver's license.

### Communications Officer Checklist

#### Upon arrival:

- ☐ establish base communication stations
- ☐ familiarize yourself with NESA policy, procedures, and guidelines
- ☐ survey communications site for hazards
- ☐ inventory equipment and take safeguards for protection from loss, theft, or damage
- ☐ maintain a roster of communications call signs and personnel
- ☐ maintain inventory and issue of communications equipment as per the communications plan
- ☐ publish communications information as needed

#### Daily Checklist:

- ☐ collect radios/batteries as needed for charging or care
- ☐ make changes/updates to communications roster as needed
- ☐ inventory equipment daily and reconcile to master list
- ☐ inform command staff of any missing or damaged equipment
- ☐ maintain logs and communications paperwork as needed
- ☐ provide net control for radio operations of the school
- ☐ check equipment for proper operation
- ☐ check communications work area and assure it is neat/orderly
- ☐ check communications areas for safety hazards
- ☐ establish communications coverage schedule for day
- ☐ perform radio check ins with teams and personnel as required



### **Medical Officer**

The Medical Officer is appointed by the Academy Director at least one month prior to the school. The Medical Officer reports to the Chief of Staff.

#### **Duties:**

- ◆ Form a medical action plan in the event of emergency
- ◆ Establish a sick call for routine illness/injury.
- ◆ Establish hydration schedule according to base requirements and temperature forecasts.
- ◆ Maintain documentation of treatment and care.
- ◆ Monitor the health of personnel.
- ◆ Bring to the attention of the Academy Director health concern or possible health hazards.
- ◆ Instruct, coordinate, and/or evaluate in blood borne pathogen training
- ◆ Maintain first aid kits for emergency use.

#### **Qualifications:**

- ◆ Physician, nurse, or emergency medical technician
- ◆ Familiar with CAP regulations and directives regarding health and emergency care
- ◆ Knowledgeable of current blood borne pathogens training and mission procedures.
- ◆ Possession of CAP driver's license and ROA.

### **Medical Officer Checklist**

Upon arrival:

- ☐ Inventory medical supplies and prepare for use
- ☐ familiarize yourself with NESA policy, procedures, and guidelines
- ☐ review student rosters for medical problems or potential medical problems
- ☐ prepare a secure area for medication storage for cadets
- ☐ prepare a medication and first aid log
- ☐ familiarize yourself with local hospitals and post medical facilities

During check in:

- ☐ collect medications of cadets and ascertain use and properly documented- check with parents/physician of questions
- ☐ interview any student with high risk medical information on record
- ☐ assure we have medical information and required signatures on record for students
- ☐ make note of any injuries students arrive with

Daily Checklist:

- ☐ give medications or access to medications as prescribed
- ☐ daily sick call for health problems or injuries
- ☐ coordinate with FTA's and staff on daily care of medical problems
- ☐ check schedule for any high risk activities to be on site

- ❑ maintain logs daily
- ❑ inform command staff of any medical problems or concerns

### **Transportation Officer**

The Transportation Officer is assigned by the Academy Director at least one month prior to the school. The Transportation Officer reports to the Chief of Staff.

#### **Duties:**

- ◆ Maintain CAP vehicle fleet.
- ◆ Facilitate transportation needs of students and staff.
- ◆ Maintain schedule of airport transportation for students and staff.
- ◆ Coordinate use of CAP vehicle fleet.
- ◆ Ensure vehicle safety inspections and corrections.
- ◆ Recruit qualified drivers as needed.
- ◆ Monitor and maintain fuel expenditure budget and keep the finance officer and activity director informed of expenditures.

#### **Qualifications:**

- ◆ Possession of a CAP driver's license and ROA.
- ◆ A safe driving record.
- ◆ Ability to read maps and plan routes.
- ◆ Familiarization of CAP regulations and directives concerning vehicles and transportation.
- ◆ Familiar with vehicle maintenance and safety

### **Transportation Officer Checklist**

#### **Upon arrival:**

- ☐ Inventory vehicle and transportation equipment
- ☐ familiarize yourself with NESA policy, procedures, and guidelines
- ☐ safety inspect any corporate CAP vehicles arriving
- ☐ check for CAP driver's permit for anyone driving corporate equipment- publish a list of qualified drivers
- ☐ establish a check in/out system for corporate vehicles and maintain key control
- ☐ establish a schedule of needed transportation runs and recruit drivers as needed

#### **Daily Checklist:**

- ☐ daily safety inspection of all vehicles and maintain inspection forms
- ☐ coordinate and schedule daily use of vehicles
- ☐ inventory and maintain equipment issued
- ☐ recruit drivers as needed
- ☐ assure all vehicles are fueled and receive oil as needed, and cleaned prior to returning to home units

### **Demobilization Coordinator**

The Demobilization Coordinator is appointed by the Academy Director at least one month prior to the school. The Demobilization Coordinator reports to the Chief of Staff.

#### **Duties:**

- ◆ Prepare demobilization action plan for close of school and release of property.
- ◆ Implement plan operation at the close of school.
- ◆ Use facilities checklist for close out from Camp Atterbury.
- ◆ Complete demobilization documentation for Camp Atterbury.
- ◆ Coordinate Camp Atterbury inspections and documentation for property release with the Camp Atterbury Liaison.

#### **Qualifications:**

- ◆ Familiar with Camp Atterbury procedures and directives.
- ◆ Familiar with CAP regulations and directives.
- ◆ Good organizational management skills.

### **Demobilization Coordinator Checklist**

Upon arrival:

- ☐ gather post procedures and operations for demobilization and turn in of buildings and grounds
- ☐ familiarize yourself with NESA policy, procedures, and guidelines

Final Day Checklist:

- ☐ prepare checklists for all buildings and training areas to be turned in
- ☐ work with command staff on assigning personnel to be OIC of meeting cleaning/turn in guidelines
- ☐ inspect all buildings and areas for compliance- once passed- secure area
- ☐ assist project officer and command staff in preparing facilities and paperwork for turn in

### **Public Affairs Officer**

The PAO is assigned by the Academy Director at least one month prior to the school. The PAO reports to the Chief of Staff.

#### **Duties:**

- ◆ Prepare news releases for local and CAP publications
- ◆ Facilitate news releases for student home town news publications
- ◆ Assist in community relations.
- ◆ Serve as a POC for informational contact regarding the school.
- ◆ Maintain a historical archive of each school session.
- ◆ Publication of a daily newsletter.
- ◆ Facilitation of internal information.
- ◆ Recruit student and staff new articles and information.
- ◆ Facilitates a school web page.
- ◆ Assisting in the gathering of a historical archive for each school session.

#### **Qualifications:**

- ◆ Qualified Information Officer on a CAPF 101
- ◆ Knowledge of CAP directives, rules, and regulations.
- ◆ Basic computer skills and familiar with MS Office software.
- ◆ Knowledge or writing press releases and photography
- ◆ Ability to write news articles.
- ◆ Basic photography skills.

### Public Affairs Officer Check List

#### Upon arrival:

- ☐ establish contact with post PAO
- ☐ familiarize yourself with NESA policy, procedures, and guidelines
- ☐ prepare local press releases as coordinated through Academy Director and Camp Atterbury PAO
- ☐ gather student information for local hometown press releases
- ☐ coordinate with Information Officer on maintaining a history of the school
- ☐ establish layout and name for school newspaper
- ☐ make arrangements for printing and publication of school paper

#### Daily Checklist:

- ☐ prepare press releases as needed
- ☐ photograph and document activities of the school
- ☐ inventory and maintain equipment issued
- ☐ prepare daily newspaper for school
- ☐ assist in providing other internal information as requested

### **Finance Officer**

The Finance Officer is assigned by the Academy Director at least three months prior to the school. The Finance Officer reports to the Chief of Staff.

#### **Duties:**

- ◆ Maintain financial records.
- ◆ Maintain bank accounts.
- ◆ Pay all outstanding accounts.
- ◆ Prepare all financial reports.
- ◆ Prepare annual budget.
- ◆ Keep Academy Director informed of financial matters and problems.

#### **Qualifications:**

- ◆ Familiar with CAP rules, regulations, and directives regarding finances.
- ◆ Basic computer skills and familiar with MS Office software.
- ◆ Basic knowledge of account registers and record keeping.

### **Finance Officer Checklist**

Upon arrival:

- ☐ establish a system to provide payment of school debts
- ☐ familiarize yourself with NESA policy, procedures, and guidelines
- ☐ make arrangements for bank deposits and issuing of checks
- ☐ coordinate with the Academy Director to assure proper accountability in all matters of finance and records

Daily Checklist:

- ☐ collect any receipts and document into record
- ☐ maintain control and security over any school checks, credit cards, etc.
- ☐ issue payment for all legitimate expenses/debts of the school as approved by the Academy Director or Assistant Director
- ☐ provide a daily record of expenditures and income and monitor spending to assure budget

School Closing:

- ☐ Provide financial report of expenditures and income for the school along with documentation

### **Safety Officer**

The Safety Officer is appointed by the Academy Director at least one month prior to the school. The Safety Officer reports to the Chief of Staff but has an open door access to the Academy Director and Deputy Director.

#### **Duties:**

- ◆ Direct safety inspections and surveys of facilities, equipment, and vehicles.
- ◆ Direct accident investigations and prepare safety reports.
- ◆ Conduct daily safety inspections and recommend corrective actions.
- ◆ Plan safety training briefings to inform all personnel of their responsibility to safe operations.

#### **Qualifications:**

- ◆ Qualified safety officer on a CAPF 101
- ◆ Knowledge of CAP regulations, rules, and directives regarding safety and accident investigation.
- ◆ Knowledge of OSHA and local safety protocols.
- ◆ Possession of a CAP driver's license and ROA.
- ◆ Knowledge of first aid and CPR

### **Safety Officer Checklist**

Upon arrival:

- ☐ gather necessary forms and regulations for safety
- ☐ familiarize yourself with NESA policy, procedures, and guidelines
- ☐ do inspection of barracks, dining hall, office areas, and immediate grounds for hazards
- ☐ report/mitigate safety hazards

Daily checklist:

- ☐ walk through inspection of barracks and camp areas looking for safety hazards or violation
- ☐ check fire extinguishers, exit lights, etc.
- ☐ check with medical officer and staff for any reportable injuries
- ☐ evaluate accidents for possible mitigation
- ☐ prepare any needed reports on accidents/injuries
- ☐ keep Academy Director informed of hazards, reportable injuries/accidents, etc.
- ☐ intervene, report, and mitigate when unsafe practices are observed
- ☐ check the schedule each morning and be available for high risk activities or as requested



## Chaplain

The Chaplain is appointed by the Academy Director at least one month prior to the school. The chaplain reports to the Chief of Staff but has an open door access to the Academy Director and Deputy Director.

### **Duties:**

- ◆ Minister to the pastoral needs of the students and staff of NESA
- ◆ Assist staff in addressing appropriate student matters as referred by staff.
- ◆ Keep the Academy Director informed of student accomplishments, problems, and items of interest.
- ◆ Refer to the Academy Director problems that cannot be resolved.

### **Qualifications:**

- ◆ Minimum CAP grade of Captain, with a preference of Field Grade.
- ◆ Experience on staff at a cadet encampment or special activity.
- ◆ Qualified or previously qualified as a Mission Chaplain.
- ◆ First aid and CPR training.
- ◆ Possession of a CAP driver's license and ROA.

## Chaplain Checklist

### Upon arrival:

- ☐ familiarize yourself with NESA and NGSAR policy, procedures, and guidelines
- ☐ familiarize yourself to the camp and area
- ☐ meet with Camp Atterbury chaplain service personnel to determine times of services (if any) – if services are not available determine availability in local community as well possibilities of a non-denominational service

### At start of activity:

- ☐ assist with check-in of students and staff making personnel aware of your position and availability

### Daily Checklist:

- ☐ review daily schedules/changes/updates
- ☐ be visible at major events (meals, exercises, etc.)
- ☐ check with command staff on any student or staff problems that you might be able to assist with
- ☐ coordinate with commandants to be sure students wishing to see chaplain can
- ☐ arrange church services and transportation for students desiring Sabbath day services
- ☐ coordinate with transportation officer to make sure all transport needed for the day is arranged and confirmed

### **Food Service Coordinator**

The Food Service Coordinator is appointed by the Academy Director at least one month prior to the school. The Food Service Coordinator reports to the Chief-of-Staff.

#### **Duties:**

- ◆ Coordinate the needs of cooking staff
- ◆ Facilitate acquisition of needed supplies and equipment
- ◆ Coordinate dining of teams and personnel
- ◆ Supervise cleaning of dining hall and area

#### **Qualifications:**

- ◆ Qualified safety officer on a CAPF 101
- ◆ Knowledge of CAP regulations, rules, and directives
- ◆ Knowledge of health guidelines for food service
- ◆ Possession of a CAP driver's license and ROA.
- ◆ Knowledge of first aid and CPR

### **Food Service Coordinator Checklist**

Upon arrival:

- ☐ establish inventory of food service items and supplies
- ☐ familiarize yourself with NESA policy, procedures, and guidelines
- ☐ coordinate with cooking staff for food orders and needed supplies
- ☐ prepare with staff dining hall feeding procedures

Daily Checklist:

- ☐ check with kitchen staff for needed supplies, problems and coordinate as needed with command staff
- ☐ monitor dining hall during meals
- ☐ supervise with cadet staff cleaning of dining hall and removal of trash to dumpster area
- ☐ coordinate with cadet commander on schedule for assistance from teams
- ☐ check dining hall for safety or health hazards

### **Lead Field Training Advisor**

The Lead Field Training Advisor is assigned by the Academy Director at least one month prior to the school. The Lead Field Training Advisor reports to the Commandant of their assigned school. One Lead Field Training Advisor is typically assigned for each squadron in a school

#### **Duties:**

- ◆ Ensure the safety of personnel.
- ◆ Advise team leaders as needed in areas of personnel and operations.
- ◆ Provide the adult presence to teams.
- ◆ Assist the Division Directors and Training Coordinator as requested in training.
- ◆ Monitor barracks and living areas.
- ◆ Keep the Commandant informed of personnel, safety, or training issues/problems.

#### **Qualifications:**

- ◆ Senior Member
- ◆ Qualified Ground Team Leader on a CAPF 101.
- ◆ Ability to present an effective adult role model.
- ◆ Ability, health, and equipment for field living and operations.
- ◆ Knowledge of first aid and CPR.
- ◆ Knowledge of ES curriculum
- ◆ Experience in working with cadets.
- ◆ Possession of CAP driver's license and ROA.
- ◆ Completion of ES TTT or SET course

### **Lead Field Training Advisor Checklist**

Upon arrival:

- ☐ coordinate with respective Commandants on training and use of FTAs
- ☐ familiarize yourself with NESA policy, procedures, and guidelines
- ☐ familiarize yourself with FTA duties and the post layout

Daily Checklist:

- ☐ assist/suggest/guide the FTAs as needed in the performance of their duties
- ☐ check with each FTA for problems, concerns, etc
- ☐ provide or arrange coverage as needed in event of FTA absence
- ☐ provide advice and assistance when possible to the FTAs
- ☐ check the barracks and housing areas for safety hazards and proper supervision
- ☐ assist as needed for field training exercises

### **Field Training Advisor (FTA)**

The Field Training Advisor (FTA) is assigned by the Academy Director. Field Training Advisors will be assigned a Lead FTA to train and work under and will report to the Commandant of their assigned school.

#### **Duties:**

- ◆ Assist the Lead FTA in their duties.
- ◆ Assist in training as required.
- ◆ Give guidance and assistance to cadet team leaders and assistants as necessary to assure training is accomplished as planned by the activity director and his staff.

#### **Qualifications:**

- ◆ Senior Member
- ◆ Basic knowledge of ES and ground team skills, with preference for at least the skill rating of the school the FTA will work in.
- ◆ Ability to present an effective adult role model.
- ◆ Ability, health, and equipment for operations and field living.
- ◆ Basic knowledge of first aid.
- ◆ Possession of CAP ROA

### **Field Training Advisor Check List**

Successful teams are ones where the FTA and Team Leader work together with an emphasis on teamwork and communicate with each other with mutual respect. The field training advisor is there to advise and support the cadet staff members- not command the team. The FTA is an adult representative of the commandant however and while great care should be exercised to not undermine or overshadow the cadet staff's authority, in the event of a safety issue, the FTA is expected to take whatever action is appropriate to ensure the safety of personnel. In other situations, offer advice and suggestions, but if not a safety issue, allow the team to progress with their cadet staff.

Also, work with other FTAs. We want good supervision, which means an FTA should always be in the barracks when the students are or with them in the field. If you want to go somewhere or run an errand, work with other FTAs, the Senior FTA, or the commandant for coverage.

### Field Training Advisor Check List

#### Upon Arrival

- ☐ familiarize yourself with camp and training area.
- ☐ Familiarize yourself with NESA and assigned school policy, guidelines, and procedures
- ☐ check the living area of your students for safety and hazards- take appropriate action
- ☐ meet with cadet staff and discuss working relationship
- ☐ meet with other FTA and establish routine to ensure proper coverage of duties
- ☐ introduce yourself to students and let them know what/why you are there
- ☐ familiarize yourself with your students and any medical or other problems
- ☐ give a safety briefing to all students and ensure they are properly informed of what to do in the event of fire, tornado, illness, or other emergency
- ☐ collect any contraband items, mark with tape, and turn into commandant

#### Each morning...

- ☐ Do sick call- arrange treatment for any cadets who require it. Keep your eye out for students who may have medical needs but not report them. Consult with medical officer on any concerns
- ☐ do a chaplain call and get the names of anyone who would like to talk to the chaplain
- ☐ check schedule for the day and note changes
- ☐ informal inspection to assure proper uniform of students
- ☐ check barracks whenever leaving to make sure neat, orderly, lights/water off, etc.
- ☐ assure students get proper time and nutrition for breakfast
- ☐ make sure students have water with them as they begin day

#### During the day...

- ☐ monitor for safety during travel to and from activities. Use road guards and monitor road crossings.
- ☐ keep the team on schedule and notify base of delays or problems in schedule.
- ☐ maintain radio checks with base
- ☐ assure students have ample access to water and breaks
- ☐ notify the medical officer of any problems/injury/illness
- ☐ assist the students and instructors as needed
- ☐ monitor the progress of the students in their skills and studies
- ☐ provide access to phones for students to call home during free time
- ☐ monitor barracks behavior and safety
- ☐ be available to students as needed
- ☐ encourage the students in their studies
- ☐ arrange extra tutoring or instruction for student who may need it
- ☐ assure students arrive at messing times and have ample opportunity to eat
- ☐ be aware of weather and prepare for safety measures in the event of severe weather
- ☐ confirm any transportation arrangements
- ☐ assure the proper care of any issued equipment to the team (what's checked out should be returned in good order!) Check to make sure no equipment is left in the field.
- ☐ Be aware of any student medications required by your teams and assure students receive

#### Each evening...

- ☐ monitor barracks and living area - control horseplay, running, etc.
- ☐ coordinate with other teams for shower use

- ❑ assure students get opportunity for showers and maintain personal hygiene
- ❑ monitor for unsafe practices and take corrective actions (blocked fire exits, etc.)
- ❑ remind the team leader if lights out time is not met
- ❑ inspect the area at lights out to assure isles are not blocked, fire exits are not blocked, items are not left on floors causing possible tripping hazards, etc.
- ❑ if in the field, check the area for hazards
- ❑ coordinate with the Senior FTA or Commandant on any new information.
- ❑ attend meetings as scheduled
- ❑ pass on any concerns on performance, behavior, or training for individual students to commandant
- ❑ monitor night travel- make sure reflective vests and lights are used

**Note:** FTAs who are also students will be designated FTA/S and will take all examinations that students take, and will be granted certain leeway on schedules because of added responsibilities.

### **Cadet Commander (Advisor to the Academy Director)**

The Cadet Commander is assigned by the Academy Director at least three months prior to the school. The Cadet Commander reports to the Commandant of the basic school but will work with other school commandants to assist in cadet staff management.

#### **Duties:**

- ◆ Command and control of cadet staff.
- ◆ Carry out the directives and objectives of the school.
- ◆ Keep the Commandant informed of personnel, training, or operational issues/problems.
- ◆ Deal with student problems and discipline with the Commandant.

#### **Qualifications:**

- ◆ Previous attendance at a National Ground Search and Rescue School.
- ◆ Earhart Award
- ◆ Experience in staff at group/wing/region level activity.
- ◆ Qualified ground team member on a CAPF 101.
- ◆ Possession of a CAP ROA.

### **Cadet Commander Checklist**

Upon arrival and pre-course activity:

- ☐ assist in the check in housing of pre-activity staff
- ☐ familiarize yourself with NESA and NGSAR policy, procedures, and guidelines
- ☐ maintain a listing of all cadets and their bunk assignments during pre-activity
- ☐ establish check in procedures for arriving cadet students
- ☐ establish a means of providing issue materials for arriving students (shirts, books, etc.)
- ☐ establish a Charge of Quarters (CQ) fire watch
- ☐ establish a inspection of cadet uniform for meeting regulations and haircuts
- ☐ work with the command staff to assist classes in meeting schedules and activities

Start of activity:

- ☐ work with administration officer and establish check in of cadets
- ☐ coordinate, organize, and manage cadet staff as they arrive
- ☐ assure cadet staff adherence to CAP and school directives and policies
- ☐ prepare a listing of student/staff housing locations by bunk and building
- ☐ assure all bunks are labeled with student name, grade, last four digits of serial number, and team or staff position

Daily checklist:

- ☐ morning formations if directed
- ☐ safety briefing and remind staff that safety is primary objective for all cadet staff
- ☐ daily inspect barracks and living areas for cleanliness, organization, and safety
- ☐ disperse school information, schedules, and changes to cadets
- ☐ assure squadrons have CQ organized and posted for the evening
- ☐ meet with BNGSAR Commandant and coordinate operations, problems, etc.
- ☐ meet with squadron commanders and coordinate problems, information
- ☐ pass on to command staff any problems, discipline, academics, operations, etc needing resolved

- ❑ pass on to command staff any problems with staff
- ❑ establish and enforce a bedtime for cadet staff and assure they get adequate rest



### **Cadet Squadron Commander**

The Cadet Squadron Commander is assigned by the Academy Director at least one month prior to the school. The Cadet Squadron Commander reports to the cadet deputy commander.

#### **Duties:**

- ◆ Command and control of team leaders/cadet training advisors in their squadron.
- ◆ Ensure compliance with CAP and school directives.
- ◆ Manage cadet affairs within their squadron.
- ◆ Keep the cadet commander informed of personnel, training, or operational issues/problems.

#### **Qualifications:**

- ◆ Previous attendance at a National Ground Search and Rescue School.
- ◆ Mitchell Award
- ◆ Possession of ground team qualification on a CAPF 101 equivalent to what students will achieve after completion of the course
- ◆ Knowledge of CAP ES and ground teams
- ◆ Possession of a CAP ROA

### **Team Leader**

The team leader is assigned by the Academy Director at least one month prior to the school. The Team Leader reports to the Squadron Commander.

#### **Duties:**

- ◆ Leadership of team activities.
- ◆ Advisor to team members.
- ◆ Ensure compliance of CAP and school directives.
- ◆ Maintenance of discipline.
- ◆ Assist in training as requested.

#### **Qualifications:**

- ◆ Possession of ground team qualification on a CAPF 101 equivalent to what students will achieve after completion of the course
- ◆ Rickenbacker Achievement
- ◆ Knowledge of CAP ES and ground team operations
- ◆ Ability to lead and manage team functions
- ◆ Possession of CAP ROA
- ◆ Completion of CAP ESCP TTT or SET course

Note - The Team Leader or Assistant must be with the team at all times.

### **Assistant Team Leader**

The Assistant Team Leader is assigned by the Academy Director at least two weeks prior to the school. The Assistant Team Leader reports to the Team Leader.

#### **Duties:**

- ◆ Maintenance of discipline.
- ◆ Team administration and personnel matters.
- ◆ Acting team leader in team leader's absence.

#### **Qualifications:**

- ◆ Completion of Wright Brothers Achievement
- ◆ Knowledge of CAP ES and ground team skills
- ◆ Ability to assume a leadership role with team.

Note - The Team Leader or Assistant must be with the team at all times.

### **Cadet Training Advisor**

The cadet training advisor is assigned by the Academy Director at least one month prior to the school. The cadet training advisor reports to the Squadron Commander.

#### **Duties:**

- ◆ Leadership of team activities.
- ◆ Advisor to team members.
- ◆ Ensure compliance of CAP and school directives.
- ◆ Maintenance of discipline.
- ◆ Assist in training as requested.

#### **Qualifications:**

- ◆ Possession of ground team qualification on a CAPF 101 equivalent to what students will achieve after completion of the course
- ◆ Rickenbacker Achievement
- ◆ Knowledge of CAP ES and ground team operations
- ◆ Ability to lead and manage team functions
- ◆ Possession of CAP ROA
- ◆ Completion of CAP ESCP TTT course

### **2003 NESA Staff Evaluation**

Each member of the staff will be evaluated at least once during the academy by their supervisor, but can be evaluated more often at the supervisor's discretion.

Name: \_\_\_\_\_

School: \_\_\_\_\_

Level: \_\_\_\_\_

Date: \_\_\_\_\_

Please rate the staff member in the appropriate areas as you complete this evaluation, which summarizes the staff member's progress. All blanks should be completed. Please print legibly.

Rating Scale:

NB = No basis for evaluation

0 = Incompetent

1 = Needs Improvement

2 = Competent

3 = Excellent

#### **Planning and Teaching Competencies**

- \_\_\_ Demonstrates knowledge of subject matter
- \_\_\_ Uses other methods of evaluation in addition to testing
- \_\_\_ Develops written daily plans
- \_\_\_ Develops long-range plans
- \_\_\_ Develops appropriate objectives
- \_\_\_ Selects and/or prepares appropriate materials
- \_\_\_ Uses a variety of appropriate resources and materials
- \_\_\_ Uses a variety of teaching methods and strategies
- \_\_\_ Supervises classroom activities
- \_\_\_ Explains new or different material
- \_\_\_ Involves all students in class experiences
- \_\_\_ Provides for individual differences
- \_\_\_ Encourages creative work
- \_\_\_ Stimulates critical thinking
- \_\_\_ Explains assignments and directions clearly
- \_\_\_ Utilizes a variety of questioning techniques
- \_\_\_ Uses appropriate motivational techniques

#### **Classroom Management Competencies**

- \_\_\_ Maintains a classroom that is clean, attractive, and conducive to learning
- \_\_\_ Establishes rapport with students (groups and individuals) that is conducive to a good teaching-learning situation
- \_\_\_ Uses appropriate reinforcement techniques in working with students
- \_\_\_ Demonstrates proficiency in routine school and classroom clerical-managerial duties

- \_\_\_ Works with students to establish and maintain procedures for appropriate individual and group behavior
- \_\_\_ Manages learning activities with consideration for student health and safety
- \_\_\_ Demonstrates fair and consistent behavior in working with students both in the classroom and the school at large
- \_\_\_ Demonstrates skill in time management
- \_\_\_ Demonstrates ability to keep students on tasks for maximum time

### **Personal and Professional Characteristics**

#### **Personal Qualities and Competencies**

- \_\_\_ Demonstrates the ability to utilize written, verbal, and nonverbal communication skills
- \_\_\_ Demonstrates an appropriate professional appearance
- \_\_\_ Accepts favorable and unfavorable criticism and constructively plans for improvement
- \_\_\_ Demonstrates self-confidence, self-control, and poise
- \_\_\_ Demonstrates punctuality, dependability, and reliability
- \_\_\_ Exhibits initiative, interest, adaptability, and enthusiasm
- \_\_\_ Exhibits tact, fairness, and firmness of judgment

#### **Professional Qualities and Competencies**

- \_\_\_ Works effectively as a member of the professional team
- \_\_\_ Demonstrates a willingness to participate in curricular and community activities
- \_\_\_ Demonstrates knowledge of and abides by NESA and CAP policies and procedures
- \_\_\_ Demonstrates knowledge of and abides by federal, state and local laws, policies, and regulations
- \_\_\_ Participates in professional development activities
- \_\_\_ Demonstrates leadership skills
- \_\_\_ Demonstrates good judgment in working with the community

### **Comments**

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### **Signatures**

\_\_\_\_\_  
Staff Member's Signature

(The signature of the staff member does not indicate agreement or disagreement with the

\_\_\_\_\_  
Evaluator's Signature  
evaluation, only that the staff member has seen the evaluation.)

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Title (Chief of Staff, Cadet/CC, etc.)

**2003 NATIONAL EMERGENCY SERVICES ACADEMY BIOGRAPHY FORM**

NAME: \_\_\_\_\_

RANK: \_\_\_\_\_

SUMMARY: \_\_\_\_\_

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EDUCATION: \_\_\_\_\_

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OPERATIONS EXPERIENCE: \_\_\_\_\_

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MAJOR AWARDS AND DECORATIONS: \_\_\_\_\_

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ASSIGNMENTS: \_\_\_\_\_

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EFFECTIVE DATES OF PROMOTION: \_\_\_\_\_

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OTHER ACHIEVEMENTS: \_\_\_\_\_

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### **Instructions**

**General:** Please print neatly or type this form as the accuracy of your final bio depends on the ability of the staff to read this document. An electronic version of this form is available on the NESA web site to fill-in electronically as well.

**Name:** This is how your name will be listed on the biography (e.g. John W. Desmarais). If you have a suffix for your name (jr., sr., III, etc.) please note it appropriately.

**Rank:** This is the rank that you currently hold in CAP.

**Summary:** This is a text description of the individual's life in paragraph form. This section should not only give reader's an overview of the individual's life, but also give information that may not be readily apparent from the lists provided in the remaining sections on the form like family relations or the nature of awards received. The summary should be no longer than 300 words.

**Education:** List chronologically appropriate schools (High School, Colleges & Universities, Professional Military Education, etc.) attended with the graduation date and degrees conferred if applicable. If you are currently enrolled at a school that is appropriate to list, indicate the amount of time completed at the school.

**Operations Experience:** List operations and specialty qualifications with indicators of experience like master level, hours flown, etc.

**Major Awards and Decorations:** List awards of consequence that you feel are important and reflect on your career like a medal of valor, commander's commendation, Spaatz award, Wilson Award, or Find. Awards with a specific number of issue or records of repetitive awards should be annotated parenthetically next to the award.

**Assignments:** List appropriate unit and/or NESA duty assignments in chronological order. It is not necessary to list all duty positions ever held, but positions that reflect operational experience appropriate for NESA should be at a minimum.

**Effective Dates of Promotion:** List the dates at which you have been promoted. Former cadets need not list cadet promotions, but may want to list the date of rank of their highest rank held.

**Other Achievements:** List with a basic description any items of interest and/or importance that you have received recognition for like being a published author, distinguished graduate from a school, significant command positions.

**Photos:** A photo is not required, but if you would like to have a photo shown with your biography, you must send one. Photos should be of personnel attired in full service dress on a clean light-colored background (white or light blue preferably). Inappropriate photos will not be used for your official NESA biography. If you choose to send a photo electronically, be sure it is of high enough resolution to print clearly.

**If you have any changes to this biography that you feel should be made prior to printing for the 2003 students, please be sure to send them to the school director as soon as you can. All biographies for the 2003 NESA must be ready for printing by the 1<sup>st</sup> of June 2003.**